

VINEYARDS COMMUNITY ASSOCIATION GATE ACCESS/PATROL INFORMATION SHEET

The primary responsibilities of our Community Patrol Staff are to control access to the community, establish a visible presence on the property, provide information and aid to residents and their guests, and to report any unlawful activity, of which they become aware, to the proper authorities. Our personnel are not police officers, do not have arrest powers, nor do they carry firearms. In the event of an emergency, immediately call 911, and then contact our patrol staff.

We do encourage you to take all necessary precautions for your home and valuables, remembering that good security starts at home. Consideration should be given to the 24 hour utilization of an alarm system, locking doors and closing windows and outdoor lighting of your home where practical.

There is no substitute for being aware and taking adequate precautions to protect yourself and your home. Each resident, family member and guest is solely responsible for their own safety. Neither the Community Association nor Vineyards Services shall in any way be considered insurers or guarantors of security within the Community.

The gatehouse at 70 Arbor Boulevard (the south gate) is the hub of the Vineyards Access Control program and therefore is a very busy place. Our staff will make every effort to allow quick and proper entry to you and your guests. Occasional delays will occur and we request your patience and understanding. Adherence to Access Control guidelines will streamline your involvement with the Gatehouse.

Bar codes may be obtained by residents only at the South Gate Monday through Friday from 8:30 AM to 5:00 PM. Pick up forms to be filled out and bring with valid registration.

Residents with a bar code should use the right lane. Please follow the gate attendant's instructions when passing through the gate. Only one car can go through the gate at a time. If you attempt to tailgate the automobile in front of you, the gate may automatically drop and cause damage to your vehicle. Any damage to the gatehouse, vehicle, equipment, etc. will be the responsibility of the resident, contractor, and/or guests that caused the damage. The Vineyards Community Association will not be liable.

GUESTS

All vehicles entering the property without Vineyards passes will be stopped at the gatehouse. Guests will not be permitted access unless the gatehouse has been notified. Advance notification by residents will facilitate guest screening and prevent inconvenient delays. If the guest has not been pre-approved, the gate staff will attempt to contact the resident for authorization of the guest. If authorization is not received, the guest will be denied entry. If you wish to give a blanket authorization to a specific guest, you may do so by completing a Vineyards Information Form, which is available at the South Gate.

SERVICE COMPANIES AND VENDORS

Residents should pre-authorize all service companies and vendors that need access to the Vineyards. Please provide this information to the gatehouse by phone at (239) 353-1700 so the attendant may grant access to the service company or vendor. The South Gate at 70 Arbor Boulevard is reserved

for the use of residents, their guests and service contractors. All construction vehicles are asked to utilize the North Gate across from Vineyards Elementary School. If construction vehicles appear at the South Gate they will be redirected to the North Gate.

LESSEE

Residents who intend to lease their property must notify the gatehouse with the Lessees name, address, phone number and rental unit. Accurate information is very important in order to ensure proper gate access. Short term lessees will be issued a temporary pass dated through the last day of their lease. Long term (over six months) should apply to South Gate for a decal.

REALTORS

Residents that are selling or leasing their homes need to notify the gate so the realtor can be placed on their permanent guest list. You may remove their name at any time by notifying the gatehouse staff. Upon having an open house the gate attendant needs to be notified and only those customers that request access to that particular residence will be granted access.

MISCELLANEOUS

1. No keys or packages are accepted at the gatehouse.
2. The Gatehouse will accept flower deliveries if pre-authorized by the resident.
3. Access Control will not inspect homes or property for owners.

VINEYARDS COMMUNITY ASSOCIATION ACCESS CONTROL – POLICIES & PROCEDURES

- Only those who live inside the gated area of the Vineyards will be able to obtain the bar code sticker, this will give the resident unencumbered access through the gate. You can receive a bar code at the South Gate only, Monday through Friday, 8:30 a.m. to 5 p.m. Pick up forms to be filled out and bring valid car registration.
- Bar Codes will only operate entrance gates. They are NOT needed to open exit gates.
- Residents without the bar code are required to use the inside guest/resident lane.
- Residents need to call the gate at (239) 353-1700 to announce guests, service agents, etc. They may also fax the information to (239) 353-3079. Failure to do so will result in undue delay to your guest or refusal to access the property if we cannot contact the appropriate individuals for approval.
- Owners who rent/lease their property are responsible to notify the gatehouse to authorize access for their renter.
- Keys, packages, etc. are not accepted at the gatehouse under any condition.
- A permanent guest file is kept at the gatehouse, if you have someone you wish to allow permanent authorized entry, please notify the gate. These individuals can be removed from the file upon your request at anytime.